

Minutes of the
Gasconade County Soil and Water Conservation District
Regular Board Meeting – Farm Bureau Meeting Room
Tuesday, December 11, 2012

Chairman Ron Hardecke called the regular board meeting to order at 7:50 p.m. following an evening of Christmas dinner and games. Those present were: Chairman Ron Hardecke, Vice-Chairman Dennis Berger, Member Mike Haeffner, Treasurer Debra Nowack, Secretary James Thompson, District Conservationist Melinda Barch, District Technician I Kory Hubbard, and District Specialist II Diana Mayfield.

Private Lands Conservation Kyle Lairmore was in attendance at the meeting.

In addition, those that attended the evening's festivities were: Southern County Commissioner Jerry Lairmore and his wife, Chris; Susie Haeffner, Gilbert Nowack, Krista Hardecke, Nicole and Jayden Hubbard; and FSA CED Kate Gerlemann.

The minutes of the November meeting were reviewed. Dennis Berger made the motion to approve the minutes. Mike Haeffner seconded the motion. Motion carried 5-0.

The November Treasurer's Report and timesheets were reviewed. Mike Haeffner made the motion to approve the treasurer's report. James Thompson seconded the motion. The motion carried 5-0.

Unfinished Business

- ❖ Melinda Barch indicated that the CCPI has 4 applications but we are waiting on the ranking forms. Ron Hardecke indicated that he had talked with JR Flores, Karen Brinkman, and Dick Purcell in regards to the Frolker project at the Training Conference. Dick Purcell had called Ron Hardecke this evening and they have set up an appointment to meet on Friday to review the site. Ron indicated that they thought they had a private engineer who would be willing to work at the design of the project. Melinda Barch indicated that she would not be available on Friday. Ron Hardecke said he would try to move it to next week.
- ❖ The Board was asked to review the PowerPoint presentation for the upcoming poster contest. Ron Hardecke had met with Diana Mayfield earlier in the day to discuss some changes with her. He felt that a lot of the facts presented would scare the children into thinking that agriculture was using up all of the water resources and he said that a lot of the links that were in the presentation were not working or they redirected to links that did not have anything positive to say about agriculture. Dennis Berger indicated that he was concerned about those issues too. Diana Mayfield presented a revised presentation where all the links were removed and all "Earthly facts" were removed as well. Mike Haeffner asked if there were any links that could be added. Diana indicated that most of the teachers

could do searches to find information if they so desired. Ron Hardecke stated that a lot of these websites are gearing towards the education standards and these are not always favorable with agriculture. It was suggested that the Board members review the revised presentation and contact Diana Mayfield with any suggestions by next Monday as she needs time to prepare the packets.

- ❖ The nominating committees for the upcoming elections presented the following candidates through District Manager Diana Mayfield.
 - Area II – Dennis Berger and Ronald Gerlemann
 - Area IV – Ron Hardecke and Matthew Estes
- ❖ The Annual Meeting date is March 14th at the Owensville Middle School and Joy and Cindy Haeffner will be presenting a program on Agriculture in New Zealand. Diana Mayfield is working on finding a caterer for the meal. She has been in contact with the Project Graduation group to see if they are interested as a fund raiser.

New Business

- ❖ The Board reviewed the fund status. Diana Mayfield briefed the board on the comments made by SWCP Director Colleen Meredith at the Annual Training Conference in regards to the Spurgeon Drought project denial. Mrs. Spurgeon indicated that she may be seeking legal counsel in regards to the matter. Diana Mayfield also informed the Board that Landowner Jeff Epple had called complaining about the number of project reviews that are being done in regards to the drought projects. He complained that he has had numerous calls asking how the project is coming along, when it has been completed for a long time. His project has been inspected at least two times by people at the state level. He did indicate, however, that he felt the staff at the district level had done a complete and professional job. Debra Nowack indicated that the staff and board should not take any of this personally. There are appeal processes with any government program and landowners do have a right to use them. We did our job as best we could according to guidelines. Rules are rules and we must follow them.
- ❖ The cost-share applications were present to the board for approval. Diana Mayfield indicated that the application for Dwayne Loehnig had not been received back from DNR as yet, so she requests that as soon as it comes in to get it approved so that the landowner may begin his spring development. Dennis Berger moved to approve the following cost-share applications and to sign the Loehnig project when it comes in. Debra Nowack seconded the motion. The motion carried 5-0.

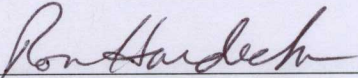
Contracts and Conservation Plans

- 062-13-0075, Vera M Nicks, DFR-5, \$1,765.80
- 062-13-0076, Jerome & Carolyn Winthorst, DSP-3.5, \$380.17
- 062-13-0078, Richard P & Pamela R Greunke ETAL, DFR-5, \$2,728.74
- 062-13-0077, Dwayne & Karen Loehnig, N574, \$2,557.23*

Change Orders

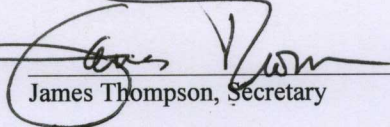
- 062-13-0076, Jerome Winthorst, DSP-3.5, \$380.17

¹Approved by Dennis Berger on 11/01/12

 1-17-13
Ron Hardecke, Chairman Date

Payments

- 062-13-0001, Sanford & Janet Kohlbusch, DSL-5, \$3954.07
- 062-13-0072, Dennis & Brenda Kurrelmeyer, DSP-3.4, \$1,078.25
- 062-13-0066, Paul & Michael J Mundwiller, N574, \$1,872.93³
- 062-13-0018, William E. Buddemeyer, N595, \$250.00¹
- 062-13-0059, Mertz Farms, DA LW, \$1681.20¹

 17 JAN 13
James Thompson, Secretary Date

Cancelled

- 062-13-0069, Ronal & Vicki Cooper, DFR-5²

¹Approved 11/15/2012, Dennis Berger

²Approved 11/20/2012, Debra Nowack

³Approved 12/05/2012, Debra Nowack

*To be approved upon completion of paperwork.

- ❖ The Board reviewed the following memos.
 - Memorandum 2013-008, Training Conference Reimbursement form
 - Memorandum 2013-009, Quarterly Report Changes
- ❖ The Board reviewed the NRCS and District reports as submitted.
- ❖ The staff that attended the training conference briefed the rest of the board about what they had learned. Most of the information was presented in the staff monthly reports. Mike Haeffner indicated that he found the NRCS Office of the Future intriguing, especially the part about being able to take computers out into the field and having paperwork completed right then and there. Kyle Lairmore indicated that his agency was looking at this technology as well. Kory Hubbard indicated that the consensus at the Pond Workshop was that cleaning out ponds to meet NRCS standards and specs could turn out to be cost prohibitive. Ron Hardecke indicated that Kenny Lovelace was the new President of the MASWCD and that he hoped that there would be a new work-friendly attitude between the MASWCD and DNR.
- ❖ Melinda Barch indicated that they are currently under an EQIP sign-up period, ending January 18th. She also said that Osage County would be hosting winter workshops focusing more on crops – Cropland Cover Crops, Weed and Pest Management, and Soil Testing/Erosion.
- ❖ The Board reviewed the calendar of events. Ron Hardecke entertained a motion to adjourn. James Thompson so moved. Dennis Berger seconded the motion. All in favor. Meeting adjourned at 8:40 p.m.
- ❖ Next Regular Board Meeting is scheduled to be January 8, 2013, at 7 p.m. at the USDA Service Center.

Checking account #: MAIN

Dates: From 11/01/12 To 11/30/12

| Check/Dep-# | Date | Description | Payee | Amount |
|-------------|------|-------------|-------|--------|
|-------------|------|-------------|-------|--------|

| | | |
|------------------------|---|-------------|
| Checking account: MAIN | Beginning Checking Account Balance for: Nov | \$23,913.17 |
|------------------------|---|-------------|

Auto bal account #: 00-00-100

Bank ID: 081512407

Bank name: Community Bank

Acct #: 2001322

Phone: 573-437-4444

Checks

| | | | | |
|--------------|----------|---------------------------|-----------|------------|
| 4592 | 11/06/12 | JULY - SEPT 2012 POSTAGE | FSA | \$64.75 |
| 4595 | 11/06/12 | 2012 ANNUAL TRNG CONF REG | MASWCD | \$684.00 |
| 4596 | 11/06/12 | OCTOBER REPAIR JD | MILLER | \$685.00 |
| 4597 | 11/06/12 | TANTARA RESERVATIONS | TAN-TAR-A | \$503.65 |
| 11124594 | 11/09/12 | HEALTH CARE PREMIUM | MCHCP | \$976.78 |
| 4593 | 11/09/12 | HUBBARD-PAYROLL 11/09/12 | KORY | \$812.28 |
| 4594 | 11/09/12 | MAYFIELD-PAYROLL 11/09/12 | DIANA | \$849.12 |
| 4598 | 11/09/12 | GREAT PLAINS TIRES | DUD | \$780.00 |
| 4601 | 11/15/12 | DIANA'S AFLAC PREMIUM | AFLAC | \$174.90 |
| 4602 | 11/19/12 | JOHN DEERE REPAIR PARTS | JOHNDEERE | \$312.20 |
| 4599 | 11/23/12 | HUBBARD-PAYROLL 11/23/12 | KORY | \$812.28 |
| 4600 | 11/23/12 | MAYFIELD-PAYROLL 11/23/12 | DIANA | \$849.12 |
| 9414600 | 11/23/12 | 941 NOVEMBER | EFTPS | \$656.40 |
| Total Checks | | | | \$8,160.48 |

Deposits

| | | | | |
|----------------|----------|--------------------------|--------------|---------|
| BI103112 | 11/06/12 | BANK INTEREST 10/31/12 | (\$4.63) | Deposit |
| CR111512 | 11/15/12 | CASH RECEIPTS 11/15/2012 | (\$840.00) | Deposit |
| CR112012 | 11/20/12 | CASH RECEIPTS 11/20/2012 | (\$2,428.00) | Deposit |
| Total Deposits | | | (\$3,272.63) | |

Total Deposits less Checks for the month: \$4,887.85

Ending Checkbook Balance: Nov **\$19,025.32**

-----End of report-----

By: DIANA
11/30/12 8:38am

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

Checking account #: 120

Dates: From 11/01/12 To 11/30/12

| Check/Dep-# | Date | Description | Payee | Amount |
|-------------------------------|------|---|-------|-------------|
| Checking account: 120 | | Beginning Checking Account Balance for: Nov | | \$13,329.73 |
| Auto bal account #: 00-00-120 | | | | |

Bank ID: 081512407
Acct #: 876660004479

Bank name: COMMUNITY BANK-BRANCH OF MARIE
Phone:

Checks

Total Checks \$0.00

Deposits

Total Deposits \$0.00

Total Deposits less Checks for the month: \$0.00

Ending Checkbook Balance: Nov **\$13,329.73**
=====

-----End of report-----

Checking account #: 110

Dates: From 11/01/12 To 11/30/12

| Check/Dep-# | Date | Description | Payee | Amount |
|-------------|------|-------------|-------|--------|
|-------------|------|-------------|-------|--------|

| | | | | |
|-----------------------|--|---|--|------------|
| Checking account: 110 | | Beginning Checking Account Balance for: Nov | | \$2,055.92 |
|-----------------------|--|---|--|------------|

Auto bal account #: 00-00-110

Bank ID: 081512407

Bank name: COMMUNITY BANK

Acct #: 248584

Phone:

Checks

| | |
|--------------|--------|
| Total Checks | \$0.00 |
|--------------|--------|

Deposits

| | |
|----------------|--------|
| Total Deposits | \$0.00 |
|----------------|--------|

| | |
|---|--------|
| Total Deposits less Checks for the month: | \$0.00 |
|---|--------|

| | |
|-------------------------------|-------------------|
| Ending Checkbook Balance: Nov | \$2,055.92 |
|-------------------------------|-------------------|

-----End of report-----

Reporting period: 11/01/12 to 11/30/12

Starting account: First Ending account: Last

Details are not shown

Print zero dollar accounts: No

Fund: 01 Local Funds

| Account-# | Description | Beg-Bal | Tot-Debit | Tot-Credit | End-Bal |
|-----------|--------------------------------|---------------|-----------|--------------|---------------|
| 1-00-300 | BEGINNING FUND BALANCE | (\$21,690.10) | \$0.00 | \$0.00 | (\$21,690.10) |
| 01-00-400 | INTEREST EARNED ON CHECKING | (\$17.86) | \$0.00 | (\$4.63) | (\$22.49) |
| 01-00-401 | INTEREST ON CD | (\$46.66) | \$0.00 | \$0.00 | (\$46.66) |
| 01-00-403 | NEWSLETTER ADVERTIZING DONATIO | (\$112.50) | \$0.00 | \$0.00 | (\$112.50) |
| 01-00-404 | COUNTY COMMISSION | \$0.00 | \$0.00 | (\$2,250.00) | (\$2,250.00) |
| 01-00-406 | DONATIONS FIELD DAYS | (\$245.00) | \$0.00 | \$0.00 | (\$245.00) |
| 01-00-415 | SALE OF GOODS-PLAT BOOKS | (\$132.00) | \$0.00 | \$0.00 | (\$132.00) |
| 01-00-431 | ROTOWIPER RENTAL | (\$25.00) | \$0.00 | \$0.00 | (\$25.00) |
| 01-00-432 | JOHN DEERE DRILL RENTAL | (\$5,028.30) | \$0.00 | (\$1,018.00) | (\$6,046.30) |
| 01-00-433 | GREAT PLAINS DRILL RENTAL | (\$2,026.50) | \$0.00 | \$0.00 | (\$2,026.50) |
| 01-00-436 | REIMBURSEMENTS | (\$8.09) | \$0.00 | \$0.00 | (\$8.09) |
| 01-00-515 | MANAGERS GROSS SALARY - DIANA | \$282.00 | \$64.00 | \$0.00 | \$346.00 |
| 01-00-518 | TECHNICIAN SALARY - KORY | \$133.20 | \$30.40 | \$0.00 | \$163.60 |
| 01-00-540 | EMPLOYEE TRAVEL-MGMT | \$63.86 | \$0.00 | \$0.00 | \$63.86 |
| 01-00-541 | EMPLOYEE TRAVEL-TECH | \$68.83 | \$0.00 | \$0.00 | \$68.83 |
| 01-00-545 | SUPERVISOR TRAVEL | \$67.27 | \$215.85 | (\$215.85) | \$67.27 |
| 01-00-546 | SUPERVISOR TRAINING | \$0.00 | \$384.00 | (\$384.00) | \$0.00 |
| 01-00-631 | DRILL INSURANCE | \$474.69 | \$0.00 | \$0.00 | \$474.69 |
| 01-00-632 | JOHN DEERE DRILL REPAIR | \$4,521.90 | \$997.20 | \$0.00 | \$5,519.10 |
| 01-00-633 | GREAT PLAINS DRILL REPAIR | \$1,129.26 | \$780.00 | \$0.00 | \$1,909.26 |
| 01-00-635 | JOHN DEERE MAINTENANCE | \$600.00 | \$0.00 | \$0.00 | \$600.00 |
| 01-00-637 | ROTOWIPER INSURANCE | \$151.91 | \$0.00 | \$0.00 | \$151.91 |
| 01-00-640 | ADVERTISING AND PROMOTION | \$39.20 | \$0.00 | \$0.00 | \$39.20 |
| 01-00-833 | DEMONSTRATIONS/FIELD DAYS | \$184.90 | \$0.00 | \$0.00 | \$184.90 |
| 01-00-915 | COST-SHARE MAINTENANCE | (\$351.00) | \$0.00 | \$0.00 | (\$351.00) |

Summary Page:

| | |
|--------------------|---------------|
| Beginning Balance: | (\$21,965.99) |
| Total Income: | (\$3,272.63) |
| Total Expenses: | \$1,871.60 |
| Funds Remaining: | (\$23,367.02) |

MAYFIELD, DIANA M

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/12/2012 11:30:00 AM

Status: Pending Board Approval

| Week 1 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|---------------------------------------|------|----------|----------|----------|----------|------|------|----------|-------|
| Line Item | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | Total |
| Start Time | | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | 07:00 AM | |
| Stop Time | | 04:30 PM | 04:30 PM | 03:30 PM | 04:30 PM | | | 11:30 AM | |
| SICK LEAVE | 0:00 | 0:00 | 0:00 | 3:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| DWC-01 - ADMINISTRATION | 0:00 | 0:00 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:30 |
| N574 - ADMINISTRATION | 0:00 | 0:00 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:30 |
| N595 - ADMINISTRATION | 0:00 | 0:00 | 0:45 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 1:15 |
| WORK - ACCOUNTING | 0:00 | 3:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| WORK - BOARD MEETING | 0:00 | 2:00 | 1:30 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 | 4:30 |
| WORK - DROUGHT ASSISTANCE | 0:00 | 1:00 | 1:00 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - EQUIPMENT RENTAL | 0:00 | 0:00 | 0:45 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:45 |
| WORK - LANDOWNER PROGRAM AWARENESS | 0:00 | 0:00 | 0:00 | 1:00 | 2:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 3:00 | 4:00 | 2:00 | 5:00 | 0:00 | 0:00 | 4:00 | 18:00 |
| WORK - USDA ADMINISTRATIVE ASSISTANCE | 0:00 | 0:00 | 1:00 | 0:00 | 2:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| Total | 0:00 | 9:00 | 9:00 | 8:00 | 9:00 | 0:00 | 0:00 | 5:00 | 40:00 |

MAYFIELD, DIANA M


62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/12/2012 11:30:00 AM

Status: Pending Board Approval

| Week 2 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|---------------------------------------|----------|----------|----------|----------|----------|------|------|------|-------|
| Line Item | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| Start Time | 12:30 PM | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | | |
| Stop Time | 08:30 PM | 04:30 PM | 02:45 PM | 01:30 PM | 04:30 PM | | | | |
| COMP TIME | 0:00 | 0:00 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| SICK LEAVE | 0:00 | 0:00 | 2:15 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:15 |
| N590 - ADMINISTRATION | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| WORK - ACCOUNTING | 0:00 | 1:30 | 0:00 | 1:00 | 0:30 | 0:00 | 0:00 | 0:00 | 3:00 |
| WORK - BOARD MEETING | 2:00 | 0:00 | 2:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 4:00 |
| WORK - COST-SHARE ADMINISTRATION | 0:00 | 4:30 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 5:30 |
| WORK - DROUGHT ASSISTANCE | 0:30 | 0:30 | 0:45 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 2:15 |
| WORK - ELECTION | 0:00 | 0:00 | 0:00 | 1:30 | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 |
| WORK - EQUIPMENT RENTAL | 0:30 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| WORK - OFFICE ADMINISTRATION | 1:30 | 1:00 | 3:00 | 1:00 | 4:30 | 0:00 | 0:00 | 0:00 | 11:00 |
| WORK - USDA ADMINISTRATIVE ASSISTANCE | 0:30 | 1:00 | 1:00 | 1:00 | 4:00 | 0:00 | 0:00 | 0:00 | 7:30 |
| Total | 6:00 | 9:00 | 9:00 | 7:00 | 9:00 | 0:00 | 0:00 | 0:00 | 40:00 |

DWC-01 - ADMINISTRATION Rohlifing
N574 - ADMINISTRATION Brune
N595 - ADMINISTRATION Buddemeyer
N590 - ADMINISTRATION Baker
WORK - ACCOUNTING Payroll, County Budget Request
WORK - BOARD MEETING Reschedule date, agenda work
WORK - COST-SHARE ADMINISTRATION PLAN APPROVALS, Rohlifing, Brune
ADMINISTRATION
WORK - DROUGHT ASSISTANCE Gloe, Mertz
WORK - ELECTION Nominating Committee Meeting
WORK - LANDOWNER PROGRAM AWARENESS bock
WORK - USDA ADMINISTRATIVE ASSISTANCE filing, rearrange file cabinets, housekeeping

Board Member Initials: 

Date: 11/19/12

MAYFIELD, DIANA M

Time Period Ending: 11/12/2012 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 6:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

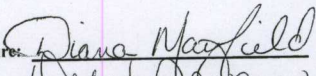
Annual Leave Balance: 176:15

Compensation Time Balance: 1:08

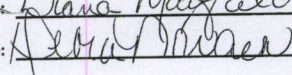
Sick Leave Balance: 413:00

Military Leave Balance: 0:00

Pay Rate: \$14.00

Employee Signature: 

Date: 11/15/12

Board Member Signature: 

Date: 11/19/12

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

MAYFIELD, DIANA M

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/26/2012 11:30:00 AM

Status: Pending Board Approval

| Week 1 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|---------------------------------------|------|----------|----------|----------|----------|------|------|----------|-------|
| Line Item | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | Total |
| Start Time | | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | 07:00 AM | |
| Stop Time | | 04:30 PM | 04:30 PM | 04:30 PM | 04:30 PM | | | 11:30 AM | |
| HOLIDAY | 0:00 | 8:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 8:00 |
| SICK LEAVE | 0:00 | 0:00 | 9:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 9:00 |
| N595 - ADMINISTRATION | 0:00 | 0:00 | 0:00 | 1:00 | 1:00 | 0:00 | 0:00 | 0:30 | 2:30 |
| N574 - ADMINISTRATION | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| WORK - ACCOUNTING | 0:00 | 0:00 | 0:00 | 2:30 | 1:00 | 0:00 | 0:00 | 1:00 | 4:30 |
| WORK - DROUGHT ASSISTANCE | 0:00 | 0:00 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 0:00 | 0:00 | 4:30 | 5:00 | 0:00 | 0:00 | 3:30 | 13:00 |
| WORK - USDA ADMINISTRATIVE ASSISTANCE | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| Total | 0:00 | 8:00 | 9:00 | 9:00 | 9:00 | 0:00 | 0:00 | 5:00 | 40:00 |

MAYFIELD, DIANA M

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/26/2012 11:30:00 AM

Status: Pending Board Approval

| Week 2 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|--|----------|----------|----------|----------|----------|------|------|----------|-------|
| Line Item | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | Total |
| Start Time | 12:30 PM | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | 06:00 AM | |
| Stop Time | 04:30 PM | 04:30 PM | 01:30 PM | 04:30 PM | 04:30 PM | | | 11:30 AM | |
| ADMINISTRATIVE LEAVE (PAID) | 0:00 | 0:00 | 3:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| ANNUAL LEAVE | 0:00 | 0:00 | 0:00 | 0:00 | 4:30 | 0:00 | 0:00 | 0:00 | 4:30 |
| HOLIDAY | 0:00 | 0:00 | 0:00 | 8:00 | 0:00 | 0:00 | 0:00 | 0:00 | 8:00 |
| DFR-05 - ADMINISTRATION | 0:00 | 3:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| WORK - ACCOUNTING | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| WORK - COST-SHARE ADMINISTRATION | 1:30 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - DROUGHT ASSISTANCE | 0:30 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 |
| WORK - EQUIPMENT RENTAL | 0:00 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 4:00 | 3:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 7:00 |
| WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| WORK - TRAINING | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 5:30 | 5:30 |
| WORK - USDA ADMINISTRATIVE ASSISTANCE | 0:00 | 1:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:00 |
| Total | 4:00 | 9:00 | 9:00 | 8:00 | 4:30 | 0:00 | 0:00 | 5:30 | 40:00 |

MAYFIELD, DIANA M

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/26/2012 11:30:00 AM

Status: Pending Board Approval

ADMINISTRATIVE LEAVE 3 hour early out
(PAID)
HOLIDAY VETERAN'S DAY
N595 - ADMINISTRATION Buddemeyer
N574 - ADMINISTRATION MUNDWILLER
DFR-05 - ADMINISTRATION Cooper, Nicks, Niebrugge
WORK - ACCOUNTING PAYROLL
WORK - COST-SHARE ADMINISTRATION NUTRIENT/PEST SIGNUP PERIOD
WORK - DROUGHT ASSISTANCE MERTZ, DNR Audit, Spurgeon
WORK - EQUIPMENT RENTAL winter prep
WORK - TRAINING Annual Training Conference
WORK - USDA FILING
ADMINISTRATIVE
ASSISTANCE

Earned This Pay Period:

Annual Leave Accrued: 6:00

Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 182:15

Compensation Time Balance: 0:08

Sick Leave Balance: 411:45

Military Leave Balance: 0:00

Pay Rate: \$14.00

Employee Signature:

Date:

Board Member Signature:

Date:

HUBBARD, KORY D

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/12/2012 11:30:00 AM

Status: Pending Board Approval

| Week 1 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|----------------------------------|----------|----------|----------|----------|----------|------|------|------|-------|
| Line Item | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | Total |
| Start Time | 12:30 PM | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | | |
| Stop Time | 04:30 PM | 04:30 PM | 04:30 PM | 04:30 PM | 04:30 PM | | | | |
| COMP TIME | 0:00 | 0:45 | 0:00 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 1:15 |
| SICK LEAVE | 0:00 | 0:00 | 9:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 9:00 |
| N574 - TECHNICAL | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 | 0:00 | 0:00 | 0:00 | 1:30 |
| N595 - TECHNICAL | 0:00 | 0:30 | 0:00 | 2:30 | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| WORK - DROUGHT ASSISTANCE | 0:00 | 2:30 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:30 |
| WORK - EQUIPMENT RENTAL | 0:00 | 0:00 | 0:00 | 0:00 | 0:45 | 0:00 | 0:00 | 0:00 | 0:45 |
| WORK - MEETINGS | 0:00 | 2:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:00 |
| WORK - OFFICE ADMINISTRATION | 0:30 | 1:45 | 0:00 | 2:30 | 2:30 | 0:00 | 0:00 | 0:00 | 7:15 |
| WORK - TRAINING | 3:30 | 1:00 | 0:00 | 1:30 | 0:00 | 0:00 | 0:00 | 0:00 | 6:00 |
| WORK - USDA TECHNICAL ASSISTANCE | 0:00 | 0:30 | 0:00 | 1:30 | 3:45 | 0:00 | 0:00 | 0:00 | 5:45 |
| Total | 4:00 | 9:00 | 9:00 | 9:00 | 9:00 | 0:00 | 0:00 | 0:00 | 40:00 |

HUBBARD, KORY D

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/12/2012 11:30:00 AM

Status: Pending Board Approval

| Week 2 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|----------------------------------|----------|----------|----------|----------|----------|------|------|----------|-------|
| Line Item | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| Start Time | 07:00 PM | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | 07:00 AM | |
| Stop Time | 08:30 PM | 04:30 PM | 04:30 PM | 04:30 PM | 01:30 PM | | | 12:00 PM | |
| HOLIDAY | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 5:00 | 5:00 |
| N595 - TECHNICAL | 0:00 | 0:00 | 0:30 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| N590 - TECHNICAL | 0:00 | 1:00 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 |
| DSP 3.5 - TECHNICAL | 0:00 | 0:00 | 2:00 | 3:30 | 0:00 | 0:00 | 0:00 | 0:00 | 5:30 |
| WORK - ACCOUNTING | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| WORK - DROUGHT ASSISTANCE | 0:00 | 0:00 | 0:00 | 3:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| WORK - GENERAL LANDOWNER CONTACT | 0:00 | 4:30 | 0:45 | 0:00 | 3:00 | 0:00 | 0:00 | 0:00 | 8:15 |
| WORK - MEETINGS | 1:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 2:30 | 1:45 | 0:00 | 2:30 | 0:00 | 0:00 | 0:00 | 6:45 |
| WORK - TRAINING | 0:00 | 1:00 | 0:00 | 2:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| WORK - USDA TECHNICAL ASSISTANCE | 0:00 | 0:00 | 3:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:30 |
| Total | 1:30 | 9:00 | 9:00 | 9:00 | 6:30 | 0:00 | 0:00 | 5:00 | 40:00 |

HOLIDAY Veterans Day
N595 - TECHNICAL Buddemeyer
N590 - TECHNICAL Baker
DSP 3.5 - TECHNICAL Winthorst
WORK - ACCOUNTING Checkbook
WORK - EQUIPMENT RENTAL greasing drill
WORK - GENERAL LANDOWNER CONTACT Winthorst
WORK - MEETINGS special emphasis, Board
WORK - TRAINING Aglearn
WORK - USDA TECHNICAL ASSISTANCE four wheeler

HUBBARD, KORY D

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/12/2012 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 4:00
Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00
Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 46:00
Sick Leave Balance: 38:30

Compensation Time Balance: 5:23
Military Leave Balance: 0:00

Pay Rate: \$11.00

Employee Signature:

Kory Hubbard

Date: 11-13-12

Board Member Signature:

Debra Nourse

Date: 11/19/12

HUBBARD, KORY D

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/26/2012 11:30:00 AM

Status: Pending Board Approval

| Week 1 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|------------------------------------|----------|----------|----------|----------|----------|------|------|------|-------|
| Line Item | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | Total |
| Start Time | 12:30 PM | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | | |
| Stop Time | 04:30 PM | 04:30 PM | 04:30 PM | 04:30 PM | 04:30 PM | | | | |
| COMP TIME | 0:00 | 0:00 | 0:00 | 1:30 | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 |
| HOLIDAY | 4:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 4:00 |
| DSL-02 - TECHNICAL | 0:00 | 0:00 | 0:00 | 2:30 | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| N574 - TECHNICAL | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - DROUGHT ASSISTANCE | 0:00 | 0:00 | 1:30 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - GENERAL LANDOWNER CONTACT | 0:00 | 0:00 | 0:00 | 0:00 | 3:30 | 0:00 | 0:00 | 0:00 | 3:30 |
| WORK - LANDOWNER PROGRAM AWARENESS | 0:00 | 0:00 | 0:00 | 2:30 | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 6:30 | 5:30 | 1:30 | 3:00 | 0:00 | 0:00 | 0:00 | 16:30 |
| WORK - TRAINING | 0:00 | 2:30 | 2:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 4:30 |
| Total | 4:00 | 9:00 | 9:00 | 9:00 | 9:00 | 0:00 | 0:00 | 0:00 | 40:00 |

HUBBARD, KORY D

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/26/2012 11:30:00 AM

Status: Pending Board Approval

| Week 2 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|------------------------------|------|----------|----------|----------|----------|------|------|----------|-------|
| Line Item | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | Total |
| Start Time | | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | 05:00 AM | |
| Stop Time | | 04:30 PM | 04:30 PM | 03:30 PM | 04:30 PM | | | 12:00 PM | |
| ADMINISTRATIVE LEAVE (PAID) | 0:00 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| HOLIDAY | 0:00 | 0:00 | 0:00 | 8:00 | 0:00 | 0:00 | 0:00 | 0:00 | 8:00 |
| DSL-04 - TECHNICAL | 0:00 | 3:00 | 1:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 4:30 |
| DFR-05 - TECHNICAL | 0:00 | 0:45 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:45 |
| DSP 3.5 - TECHNICAL | 0:00 | 2:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:00 |
| DWC-01 - TECHNICAL | 0:00 | 0:00 | 2:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - EQUIPMENT RENTAL | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 2:15 | 2:00 | 0:00 | 6:00 | 0:00 | 0:00 | 0:00 | 10:15 |
| WORK - TRAINING | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 | 0:00 | 0:00 | 7:00 | 10:00 |
| Total | 0:00 | 9:00 | 7:00 | 8:00 | 9:00 | 0:00 | 0:00 | 7:00 | 40:00 |

HOLIDAY
DSL-02 - TECHNICAL
N574 - TECHNICAL
DSL-04 - TECHNICAL
DFR-05 - TECHNICAL
DSP 3.5 - TECHNICAL
DWC-01 - TECHNICAL
WORK - LANDOWNER
PROGRAM AWARENESS
WORK - TRAINING

Vetrens Day, Thanksgiving
Diebal
Mundwiller
Kohlbusch
Nicks
Winthorst
Rohlfing
Diebal
Annual Training Conf.

HUBBARD, KORY D

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/26/2012 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 4:00
Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00
Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 50:00
Sick Leave Balance: 33:30

Compensation Time Balance: 4:08
Military Leave Balance: 0:00

Pay Rate: \$11.00

Employee Signature: Kory Hubbard
Board Member Signature: Debra Rouse

Date: 12-4-12
Date: 12/5/12

Fund Status (2013)

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

| DA DROUGHT ASSISTANCE | | | | | | |
|------------------------------------|------------------|--------------|-------------|-------------------|--------------------|------------|
| Resource Concern | Total Allocation | Obligated | Unobligated | Contract Payments | Remaining Payments | Pending |
| DROUGHT ASSISTANCE 2013 | \$119,691.59 | \$119,691.59 | \$0.00 | \$119,691.59 | \$0.00 | \$0.00 |
| Project Sub Total | \$119,691.59 | \$119,691.59 | \$0.00 | \$119,691.59 | \$0.00 | \$0.00 |
| GM GRAZING MANAGEMENT | | | | | | |
| Resource Concern | Total Allocation | Obligated | Unobligated | Contract Payments | Remaining Payments | Pending |
| GRAZING MANAGEMENT 2013 | \$19,662.00 | \$19,233.05 | \$428.95 | \$15,087.29 | \$4,574.71 | \$380.17 |
| Project Sub Total | \$19,662.00 | \$19,233.05 | \$428.95 | \$15,087.29 | \$4,574.71 | \$380.17 |
| NP NUTRIENT & PEST MANAGEMENT | | | | | | |
| Resource Concern | Total Allocation | Obligated | Unobligated | Contract Payments | Remaining Payments | Pending |
| NUTRIENT & PEST MANAGEM 2013 | \$11,000.00 | \$2,441.00 | \$8,559.00 | \$2,441.00 | \$8,559.00 | \$0.00 |
| Project Sub Total | \$11,000.00 | \$2,441.00 | \$8,559.00 | \$2,441.00 | \$8,559.00 | \$0.00 |
| SA SENSITIVE AREAS | | | | | | |
| Resource Concern | Total Allocation | Obligated | Unobligated | Contract Payments | Remaining Payments | Pending |
| SENSITIVE AREAS 2013 | \$12,326.00 | \$5,294.41 | \$7,031.59 | \$0.00 | \$12,326.00 | \$2,557.23 |
| Project Sub Total | \$12,326.00 | \$5,294.41 | \$7,031.59 | \$0.00 | \$12,326.00 | \$2,557.23 |
| SGE SHEET AND RILL / GULLY EROSION | | | | | | |
| Resource Concern | Total Allocation | Obligated | Unobligated | Contract Payments | Remaining Payments | Pending |
| SHEET AND RILL / GULLY E 2013 | \$51,694.00 | \$32,554.92 | \$19,139.08 | \$2,240.49 | \$49,453.51 | \$0.00 |
| Project Sub Total | \$51,694.00 | \$32,554.92 | \$19,139.08 | \$2,240.49 | \$49,453.51 | \$0.00 |
| WE WOODLAND EROSION | | | | | | |
| Resource Concern | Total Allocation | Obligated | Unobligated | Contract Payments | Remaining Payments | Pending |
| WOODLAND EROSION 2013 | \$5,684.00 | \$1,189.46 | \$4,494.54 | \$1,189.46 | \$4,494.54 | \$1,765.80 |
| Project Sub Total | \$5,684.00 | \$1,189.46 | \$4,494.54 | \$1,189.46 | \$4,494.54 | \$1,765.80 |
| Grand Totals | 220,057.59 | \$180,404.43 | \$39,653.16 | \$140,649.83 | \$79,407.76 | \$4,703.20 |



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM

2013-008

DATE: November 16, 2012

TO: All Soil and Water Conservation Districts

FROM: ^{JB} Jim Boschert, Planner III
Soil and Water Conservation Program

SUBJECT: Training Conference Reimbursement Form

This year the Soil and Water Conservation Program will be reimbursing supervisor's hotel rooms, registration, and meals provided at the conference. The mileage and meals for supervisors in route will be the responsibility of the districts and can be paid from the administrative state fund or local funds. Included with this memo is the reimbursement request form. Districts will need to submit the hotel receipt and conference receipt with this form. Please include this information with your 2nd quarter report. The program will reimburse the district and the district is to reimburse the supervisors.

Since the agenda for the conference includes a general session on Sunday evening, the districts can receive reimbursement for up to three nights (Sunday, Monday and Tuesday) for each supervisor.

The room rate at Tan-Tar-A for this year's training conference is \$71.95, which includes lodging taxes. If a district check is used to pay these expenses, \$71.95 per room per night is all that can be paid. Check your hotel bills carefully to make sure that you are not charged state sales tax. A district credit card is not exempt from state sales tax unless there is a letter from the Department of Revenue specifically exempting that credit card from state sales tax. If you do not have a tax exempt letter, state and local taxes will also be charged. The maximum that your district will be reimbursed for a supervisor's hotel room is \$71.95 per room per night.

As in previous years, the program will reimburse the district for the entire cost of the supervisors' hotel rooms (rooms billed at the guaranteed conference rate only). Make certain the documentation for the hotel reimbursement that you submit to the program office is an **itemized** receipt. When you post the expense, remember to put it in fund 10. Again, the reimbursement form is attached; please make as many copies as you need. Remember that there must be one form for each person claiming reimbursement.

All SWCDs
November 16, 2012
Page two

In past years, when these expenses are entered into the accounting system, the districts have placed these expenses in their local funds. This year we want the districts to track these expenses in fund 10. Also the income received from the state will be tracked in fund 10.

A word of caution, if you or someone in your district specifically requests a suite, you will be billed at a higher rate. The only time you receive a suite at the conference room rate is if the hotel places you in one because other rooms are not available. Should you request a specific room that is billable at the higher rate, the district may only pay or reimburse the rate negotiated in the contract. The balance must be paid from the individual's personal funds.

As a reminder, the expenses of spouses or guests of supervisors or employees are not allowed from state or local funds.

Once a district supervisor registers for a conference meal, it is considered part of the meal count that is submitted to the hotel and the Missouri Association of Soil and Water Conservation Districts (MASWCD) is charged for this expense. If the supervisor later decides not to attend the conference meal, MASWCD still has to pay for the meals as shown on the registration. Program office staff will not allow meal expenses for supervisors from state funds if the supervisor had previously registered for a conference meal.

If you have questions about your hotel charges or completing the reimbursement form, please contact Lori Bax, at the Soil and Water Conservation Program, P.O. Box 176, Jefferson City, MO 65102-0176, or by phone at 573-751-5389. Thank you.

JB:lbd

Attachment

**SUPERVISORS REIMBURSEMENT FORM
2012 TRAINING CONFERENCE**

SWCD

_____ The attached lodging expense was incurred at the 2012 Training Conference. Please reimburse the district for the amount listed below. **Please attach the itemized hotel receipt.**

_____ The attached registration/meal expense was incurred at the 2012 Training Conference. Please reimburse the district for the amount listed below. **Please attach the itemized receipt.**

Amount paid

\$ _____

Amount to be reimbursed

\$ _____

Supervisor Name (printed)

Supervisor Signature

The above amount represents the eligible state portion of the lodging expenses for the above named supervisor. The district paid this amount.

Check #

Date Paid

District Clerk/Manager Signature

There is to be one reimbursement form submitted for each supervisor. Do not submit one form for the district with all expenses on it. A copy of the itemized (showing room rate and room taxes) hotel bill **MUST** be submitted with the reimbursement claim. Write the check number used and the date paid on this invoice. It is the district's responsibility to obtain correct documentation. The district is responsible for contacting the hotel if a receipt is lost or one was not obtained at the time of check-out. The maximum that your district will be reimbursed is \$71.95 per night per supervisor.



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM

2013-009

DATE: November 16, 2012

TO: All Soil and Water Conservation Districts

FROM: ^{JB} Jim Boschert, Planner III
Soil and Water Conservation Program

SUBJECT: Quarterly Report Changes

The Soil and Water Conservation Program office would like to take this opportunity to mention some changes to the accounting/quarterly report process.

Fund 10 (previously used for election expenses) will be used for district expenses that will be reimbursed by the program office. This includes expenses associated with hiring an accountant/payroll company to perform bank reconciliation and/or payroll; district supervisor training conference expenses and cost-share maintenance agreements. The majority of these expenses previously were placed in the district's local funds. All of these expenses now should be tracked in fund 10. When a district receives reimbursement from the program office, this reimbursement will then be placed in fund 10. Listed below are account numbers that need to be entered into the accounting system.

| Account Number | Description | AC Type | FS Type |
|----------------|--------------------------------|-------------------|-----------------------------|
| 10-01-700 | Accounting/Payroll Expenses | Operating Expense | Operating Expense |
| 10-01-795 | Supervisor Training Conference | Operating Expense | Supervisor Expense |
| 10-01-799 | Maintenance Agreements | Operating Expense | Maintenance Agreement Filed |

All SWCDs
November 16, 2012
Page two

All payroll expenses claimed on a quarterly report will need to have a corresponding timesheet completed and approved. When a quarterly report is verified by program office staff, MOSWIMS Timekeeping will be reviewed to ensure that all payroll expenses have an approved timesheet. Districts do not need to submit a copy of their timesheets with their quarterly report. If a district is not current on their timesheets, the district's quarterly report will not be finalized until all timesheets are completed and approved.

The program office will verify that the district is current with submitting the SWCD board meeting minutes. With first quarter all minutes prior to August must be submitted, with second quarter all minutes prior to November must be submitted, with third quarter all minutes prior to March must be submitted and with fourth quarter all minutes prior to June must be submitted. If a district is not current on their minutes, the district's quarterly report will not be finalized until all minutes are received.

The timesheets and minutes are both being required in an effort to comply with findings from the recent audit conducted by the State Auditor's Office.

These changes went into effect at the beginning of the fiscal year. Districts were notified by email if any of these changes affected their quarterly report submitted for first quarter.

If you have any questions, please contact your district coordinator. Thank you.

JB:dc

District Manager Report
Diana Mayfield
December 2012

The highlight of November was the training conference on November 26 – 29. Ron Hardecke, Mike Haeffner, Kory Hubbard and I all attended this event. It went over fairly well and I learned something new – which means I lived! Ha!

- They are still looking for more accountability in regards to financial statements, therefore, Debbie Nowack, will begin initialing and dating the invoices when they are paid out. She already reviews them (kudos!) but the auditors are looking for documentation to the fact. Of course, we have already addressed the “minutes” changes that they would like to see.
- I appreciated the opportunity for the districts to put in their input in regards to the DNR Plan for the future. We were provided with voting keypads (kind of like on America’s Funniest Videos). There were 100 “clickers” and they were all taken! The results of the survey questions were automatic – which allowed us to see the results immediately. I believe that they will have the results posted on line in the near future.
 - We were mainly asked how many personnel should each district have and on what basis the determination should be made. Lots of good ideas were provided. DNR showed us that there may be 1, 2, 3, 4 or 5 people in a particular office and the numbers of cost-share dollars being spent by those offices. The majority of people in the audience felt that a minimum requirement should be 2 personnel and the maximum should be 3.
 - Emphasis was placed on not basing everything on cost-share dollars. Number of contracts should be considered as well as amount of information/education programs provided.
 - One statement that was made by the audience stuck with me and I believe that DNR should consider is that “we need to be given a reason to stay” – there needs to be some hope of advancement and acknowledgement of length of service provided.
 - The 60/40 cost-share vs administrative division was overwhelming chosen by the participants to remain the same.
- The Nepotism/Conflict of Interest session only had 5 attendees, but the questions asked were very interesting and I am pleased to say that we don’t have any issues in this county in this area. ☺
- The Governor signed a proclamation making November 27, 2012, SWCD Employee Appreciation Day, for all of their hard work on the drought program. It looks like the cost of the drought will be around \$20M so it is very possible that we may receive a supplemental allocation sometime around the first of February.
- According to the commission meeting, our FY14 cost-share allocation will remain the same as FY13.
- Oh, I guess I should mention that I received my 15 year recognition at the MSWCDEA meeting. I have been here 13 years on January 20, 2013, and 2 years back in 1979-1981. I’m getting older and man, have things changed since then! ☺

On November 19th, we had an auditor from DNR here to look at 3 drought applications. She ended up looking at 6 files altogether. She didn’t really find anything amiss – she was just trying to get a grasp of how each district implemented the program. A state auditor looked at the files on 12/01/12.

The office has been preparing to receive new furniture – compliments of NRCS. We hope to receive the furniture the first week in December. Therefore, we have been purging file cabinets, outdated manuals, and desks. These activities have helped to fill in some of the slow times – which have been many.

I did send out articles for the Nutrient/Pest Management program signup as well as updated our sign outside. I re-sent the 4th Grade Field Day article to Hermann and Owensville, as they still have not printed that article. (County News Live and Bland courier did it right way (Kudos!).

Our Operation Christmas project netted \$190 which allowed us to service 2 families – one family of 7 and another of 6. Thanks to everyone who contributed to this project! MERRY CHRISTMAS AND HAPPY NEW YEAR

Nov 5 2012 - Dec 4 2012

Kory Hubbard

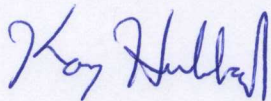
District Technician

I completed the final drought assistance checkout on the 14th, Gasconade County is officially done! Now that we are looking at this in the rear view mirror; all I can say is that we help some that really needed it and I'm afraid we also made some enemies along the way.

Rohlfing has begun construction on their pond and Kamper will begin in a couple of weeks. I expect to be visiting both places several times in the month to come. I went on one landowner visit with Kyle in November; with the direction he wanted to go with his farm, and his lack of livestock, He did not qualify through state cost share.

The Annual Training Conference was very informative and I learned a lot. I was able to attend my first commission meeting, employees Association Meeting, and Area Meeting. Also I attended three workshops; New employee orientation, Pond cleanout, and Grassland Recovery. All were informative and educational. I look forward to using the information I learned to better educate the landowners and to have a better understanding of how the system works.

Thank you for your continued support,



Kory Hubbard



Natural Resources Conservation Service
1315 E Main
Linn, Missouri 65051

**November 2012
NRCS Board Report**

During the month of November I attended the regular meeting of the Maries County SWCD. Mark Brandt attended the regular meeting of the Gasconade County SWCD in my absence. Osage County SWCD did not have a November meeting.

I attended a two day Appropriations Law Seminar in Springfield. This is required in order to be able to approve federal contract payments.

I attended the MFGC conference. At this conference I was presented with the Agency Grasslander Award. James & Dorathea Koepke nominated me for this award. I truly appreciate and was honored to receive this award. I was also elected to the board of the Missouri Forage and Grassland Council.

I met with Osage County NRCS and SWCD staff to plan the upcoming winter meetings. This year's focus will be more on cropland issues.

Mark and Megan have been busy meeting with CSP participants and gathering documentation from the past year. Funds have been released so we are beginning to process the CSP payments as well.

Grant has still been working on ECP. Producers are beginning to finalize their projects so he has been working on check out.

Melinda L. Barch
District Conservationist

REGULAR OPEN MEETING GASCONADE COUNTY SWCD

Posted December 5, 2012 3:00 p.m.

AGENDA

Farm Bureau Meeting Room, 1106 Hwy 28 West, Owensville, MO

Tuesday, December 11, 2012, 6 p.m.

- ☐ Open Meeting – Chairman
- ☐ Review Minutes of the November Board Meeting – Secretary
- ☐ Financial Report for November - Treasurer
 - Treasurer's Report
 - Time sheets

Unfinished Business

- ☐ CCPI Update
- ☐ Where does your Water Shed? Power point approval
- ☐ Nominating Committee recommendations
- ☐ Annual Meeting
 - Date – March 14, 2013, 6 p.m. OMS
 - Speaker – Joy & Cindy Haeffner – Agriculture in New Zealand

New Business

- ☐ Cost-Share –
 - Fund Status
 - Drought Assistance – Spurgeon Update, Epple Complaint
 - Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

| Name FY13 | Cons Plan | Cost-Share Practice | Contract, Change Order or Payment | Application Number |
|--------------------------------------|-----------|------------------------|--------------------------------------|--------------------|
| Mertz Farms ¹ | | DA LD | Payment | 062-13-0059 |
| Wm & Richard Buddemeyer ¹ | | N595 | Payment | 062-12-0018 |
| Ronal/Vicki Cooper ² | | DFR-5 | CANCELLED | 062-13-0069 |
| Paul/Michael Mundwiller ³ | | N574 | Payment | 062-13-0066 |
| Vera Nicks | C/S | DFR-5 | Contract | 062-13-0075 |
| Dennis/Brenda Kurrelmeyer | | DSP-3.4 | Payment | 062-13-0072 |
| Sanford/Janet Kohlbusch | | DSL-5 | Payment | 062-13-0001 |
| Jerome/Carolyn Winthorst | C/S | DSP-3.5 | Contract/Change Order | 062-13-0076 |
| Dwayne/Karen Loehnig* | C/S | N574 | Contract | 062-13-0077 |
| Richard/Pamela Greunke | C/S | DFR-5 | Contract | 062-13-0078 |

¹Approved by Dennis Berger, 11/15/2012

²Approved by Debra Nowack, 11/20/2012

³Approved by Debra Nowack, 12/05/2012

*Pre-signature authorization when paperwork is received from DNR

- ☐ DNR Memorandums & Letters
 - Memorandum 2013-008, Training Conference Reimbursement Form
 - Memorandum 2013-009, Quarterly Report Changes
- ☐ NRCS and District Reports
- ☐ Mail
- ☐ Calendar of Events
 - December 25, Christmas Day Holiday, Office closed
 - December 24 – 28, Diana Mayfield on Vacation
 - January 1, 2013, New Year's Day Holiday, Office Closed
 - Next Meeting **Tuesday**, January 8, 2013, USDA Service Center, 7 p.m.
- ☐ Adjourn.

Soil & Water Conservation District Boards may go into closed session at this meeting if such action is approved by a majority vote of the board members who constitute a quorum to discuss legal, confidential, or privileged matters under § 610.021(1), RSMo 2000; personnel actions under §610.021(3); personnel records or applications under §610.021(13), records under § 610.021(14), or audit issues under § 610.021(17), which are otherwise protected from disclosure by law.